

RECORD KEEPING

Everything you wanted to know but were afraid to ask!

4-Her's have a variety of ways to learn the important skill of record keeping. Members may choose the system that meets their needs and learning styles. An excellent resource to help learn more about record keeping is the publication *Achieving Goals through 4-H Record Keeping (4H 91)*, available at the Extension Office or online.

Also 4-Hers may select one or more of the following ways to keep their records:

Project Record forms: Basic (4H96A), Experienced (4H96B), or Advanced (4H96C), Livestock Project Worksheets, Video tape, Audio tape, portfolio, computerized records, or creating their own system.

Whatever record keeping system a 4-Her chooses, it should reflect goals, accomplishments, and future plans.

4-H Records

Correct Order for Records with the following parts included:

1.) Title Page-should include: photo, name, age, grade, # of years in 4-H, club name, and current year.

2.) 4-H Yearly Summary should be updated annually to show the work done in the most recent 4-H year. This form includes the following information: name, age, grade, years in 4-H, number of 4-H meetings, workshops, tours, etc. attended, 4-H participation: leadership and citizenship experiences for local, county, area, and state. Leadership is influencing and supporting others in a positive manner for a shared goal. (Ex. Mentored younger members, TC rep at YC, Jr. Camp, State Council) Citizenship is defined as: the opportunity, right, and responsibility to contribute to shaping the world and providing a service to others. (Ex. attended meetings on time, served at Awards Night, sewed pillow cases for hospital, placed flags on Veteran's graves, participated in a mission trip) The 4-H Summary also includes: recognition (list of accomplishments), communication (whenever you shared your knowledge), at home with your family (responsibilities and chores), at school (organizations or club memberships), in your community (church, organizations, or club memberships), list of project records for which you have completed a project, and other projects for which you did NOT complete a separate project record.

3.) All 4-H Project Records (to include Livestock and Non-Livestock)

A total of at least one or more project records with one per project area should be completed. There are Livestock Forms for Market Animal (Jr/Sr), Breeding Animals (Jr/Sr), Horse, and Dairy)

If using the Basic, Experienced, or Advanced Project Non-Livestock Record Forms, parents and leaders should help the 4-Her choose the project record form that best fits each member's interests, skill level, years in project, and needs for the project while showing progress and growth. (Suggested guidelines: Use the **Basic** form if you have been in the project 1-2 years, **Experienced** 3 years or more, and **Advanced** 6 years or more).

The Basic Project Record Form includes: beginning of the year goal(s), what was done during the year to work toward the goal, your favorite part, what you learned, recognition, what you would like to do in the future and any pictures, newspaper clippings, fair exhibit write-ups, project worksheets, or additional pages related to your project.

The Experienced Project Record Form includes: how the member helped others (citizenship) and/or taught others (leadership), presentations you gave in this project, how you felt about your experience, optional financial summary.

The Advanced Project Record Forms include: reflections about experiences in this project, and evaluation of personal growth.

Project records may be in any order in the record book. A separate record is not needed for each exhibit taken to fair. Exhibits should be listed under the project area. (Ex: Project Area-Clothing, Exhibits: blanket, sewing basket, dress, and poster on how to iron a shirt correctly.) All work done in a particular project area for the year should be on the same record. Exhibit write-ups may be added as support materials.

Goal Statements should include:

The Action-how you are going to do something

The Result- what you are doing to do and

The Timetable-when you are going to do it

Examples

I want to train my 4-H beef heifer to lead before county fair time.

I want to make three nutritious snacks by the June meeting.

Any pictures, newspaper clippings, fair exhibit write-ups, or additional pages related to your project may be placed behind the project record. Note: Scrapbooking and ribbons are **not** required elements but can enhance record books.

4.) 4-H Story

This should be the fun part! Members are asked to highlight 4-H year's club, county, and state events and activities, how 4-H has helped them become a better citizen, leader, and communicator, parts of fair and state fair that had special meaning to them, how 4-H participation has benefitted them this past year, and what they plan to do differently next year.

A member's 4-H Story should be legible and can be typed or handwritten. It should be a minimum of 1 paragraph (3-5 sentences) and a maximum of 1 page.

5.) Self-Evaluation

The self-evaluation form is to help members assess whether or not they've met their goals in keeping records. It can also help them learn what needs to be done differently in the future. There is room for additional comments. Adult/Mentor comments can also be included.

If the member completed a 4-H Record Book the previous year, that material should follow the current year and be labeled appropriately. Only two years of record books need to be turned in to the office for evaluation.

RECORDS ARE DUE OCTOBER 1ST or at the close of business the following Monday if October 1st falls on a weekend.